



## Monitoring of Tasks (IT0019)

This Job Aid provides general instructions for the creation/maintenance of an IT0019 (Monitoring of Tasks). It also includes a list of reasons and definitions of the tasks found on IT0019 that includes the duration of a task.

### Create and Maintain an IT0019 Record


The Monitoring of Tasks infotype is like a tickler file and is date-driven. You enter a due date and then run the Date Monitoring report (S\_PH0\_48000450 in SAP or B0099 in BI) to view the various tasks due for a week. If the task is completed prior to the due date, it will still display on the reports unless you delimit the Monitoring of Tasks infotype.

These are three Processing indicators that may be selected to categorize tasks:

- **New task** – When creating a new task in IT0019, select the Create icon . The processing indicator will automatically default to New Task. Enter and save your comments in reference to the new task.
- **Task in process** – When updating information in IT0019, use the Copy icon . This retrieves the original task and maintains the history. Manually change the processing indicator to Task in Process. Enter and save your comments in reference to the processing of the task.
- **Task completed** – When completing an IT0019, select the copy icon to retrieve the original task and maintain the history. Manually change the processing indicator to Task Completed. Enter and save your comments regarding the completion of the task.

**NOTE:** The original date of the Monitoring of Task record will stay the same when using the Copy function.



Always use the **Copy** function  to maintain the IT0019 record.

**REPORTS:** The Processing Indicator status will display on the SAP Date Monitoring Report (S\_PHO\_48000450) and the Employee Deadline Dates report (BI0099).

### When to Create a Monitoring of Tasks Record

Create and maintain the Monitoring of Tasks (IT0019) infotype for the following events:

- Break in service for temporary employees
- Verification of education
- Training progressions
- Probation to Perm
- Various types of Leave of Absence (LOA)
- Work Against
- Acting Pay
- Other “flags” as needed

### Field Options

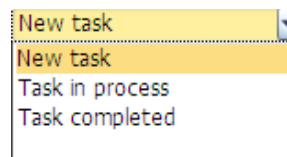
#### TASK TYPE

Task	Definition
<b>01 – End of Probation</b>	Probation is two (2) years. Set the reminder for 2 years. <i>Example – EOD 5/1/15 – set reminder for 3/31/17 to check with Supervisor.</i>
<b>02 – Trainee Progression</b>	Set the reminder based on the length of the specific time frame.
<b>04 – Acting Pay</b>	Set the reminder based on the length of the specific time frame.
<b>05 – Credential Verification</b>	Set the reminder to be verified within 90 days per policy.
<b>06 – Temporary Appointment</b>	Set the reminder based on the length of the specific time frame.
<b>07 – Workers’ Comp (7 day)</b>	Set the reminder for the end of the workers’ comp waiting period, to change the action for the appropriate reason for the eighth (8) day of the workers’ comp.
<b>08 – S/T Disability (60 days)</b>	Set the reminder for the end of the short-term disability waiting period, to change the action for the appropriate reason for the 61 day of the disability.
<b>09 – Military – RAD 30 days paid</b>	Set the reminder for the end of the 30 days, to change the action for the appropriate reason.

10 - 16 – 5 days to 120 days	Use by the Grievance Maintainer for reminders within policy timelines.
17 – 18 months	Used by the Warning Maintainer for when warning expires.
19 – End of Contract	Set the remainder for the end of the contract.
20 – JB Appointment Ends	For Judicial Branch use only.
21 – Elected Appt Ends	Set the reminder for the end of the appointment.
22 – RIF Eligibility Ends	Set the reminder for the end of the RIF eligibility.
23 – Prove Foster Child	Set the reminder for the end of the eligibility.
24 – Est Leave Run Out	Set the reminder for the end of the leave.
25 – Est Return Date	Set the reminder for the return date.
26 – Est End of Sal Cont	Set the reminder for the end of the Salary Continuation.
27 – STD/Extended Ends	Set the reminder based on the length of the specific time frame.
30 – FMLA Ends	Set the reminder based on the length of the specific time frame.
31 – FIL Ends	Set the reminder based on the length of the specific time frame.
32 – Check Leave Balances	Set the reminder based on the length of the specific time frame.
33 – License Renewal	Set the reminder based on the length of the specific time frame.
34 – Work Against	Set the reminder based on the length of the specific time frame.
35 – Alternate WSR	Set the reminder based on the length of the specific time frame.
36 – Time Limited Ends	Set the reminder based on the length of the specific time frame.
37 – Service Award Due	Set the reminder based on the length of the specific time frame.
38 – Secondary Employment	Set the reminder based on the length of the specific time frame.
39 – Other	Set the reminder based on the length of the specific time frame.
40 – Research Asst 60 Mth	Set the reminder based on the length of the specific time frame.

### PROCESSING INDICATOR

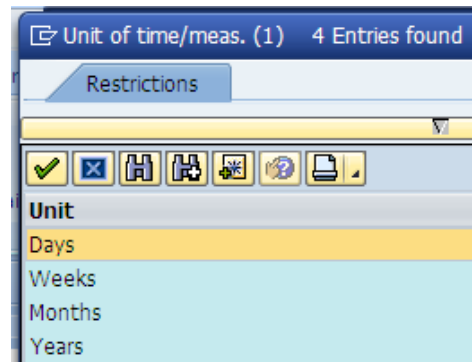
- New task
- Task in process
- Task completed



### LEAD / FOLLOW-UP TIME

#### Lead Time

- Days
- Weeks
- Months
- Years



#### Follow-up Time

- For specific task type
- Lead time: Reminder takes place before task date/deadline
- Follow-up time: Reminder takes place after task deadline

For specific task type  
Lead time: Reminder takes place before task date/deadline  
Follow-up time: Reminder takes place after task deadline

### Supervisor Access

Supervisors have access via their MSS inbox.